

TOMODACHI-KAI GUIDELINES

Tomodachi-kai is a cross-cultural exchange group nurturing friendship between Japanese and Oregonians. Our goal is to support Japanese families in Oregon and to promote cross-cultural understanding between Japanese and Oregonians. Tomodachi-kai is a committee of the Japan-America Society of Oregon* (JASO) which is a non-profit organization. (*See last page.)

SCHEDULE

- Tomodachi-kai starts its year in **September and runs through June of the following year.**
- An event for all members is held once a month on the first Friday of the month, except for September and January when the meeting is held on the second Friday of the month. Meeting dates and any exceptions to the schedule are noted in the monthly newsletter.
- Meetings for interest groups are also held throughout the year and are scheduled by the group leader. There are a variety of interest groups which are open to everyone and are listed in the newsletter: Book Club, Chorus, English Conversation, Japanese Conversation, Cooking, Weekend Escape, Photography, Walking / Hiking, and Knit/ Crochet.

EVENTS

- Tomodachi-kai aims to provide a balance of multi-cultural programs.
- Children will be accommodated and are welcome at Tomodachi-kai events whenever possible.
- Any member can suggest and organize an event. Tomodachi-kai Board Members are available to help with event planning. A checklist to help in planning Tomodachi-kai events is included in this booklet.
- **NO REFUND POLICY:** If you pay for an event and cannot attend, there is no refund. However, you may invite someone to take your place.
- Members may attend events that include a lunch without having lunch. A \$5 fee may be charged all participants to help cover venue and honorarium costs. If there are no venue or honorarium costs, there may be no \$5 fee.

MONTHLY NEWSLETTER

- Members will receive a newsletter monthly from August through May with the event schedule and activity information.
- Newsletters will be sent as a PDF file by e-mail. If you do not have computer access, you can request an exception on your membership form to have a newsletter printed in black and white and

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mailed to you.

- Any member can submit articles. Send information to newsletter editors by the 10th of the month to be published in the next month's newsletter, when space is available.

MEMBERSHIP AND DUES

- Tomodachi-kai is open to new members at any time of year.
- **Annual membership dues are \$20 per year.**
- Membership is good for one year from your registration date. You will receive an invoice from JASO a month before your annual renewal date.
- Paid members as of October 10 will be included in the annual Membership Directory distributed in December.
- Guests are welcome and will pay event and lunch fees. However, after two events, they are encouraged to become a member.
- Membership dues are used for Newsletters, Membership Directories, other publication costs, subsidizing event costs, and operating/budgeted expenses.

- Tomodachi-kai may give honorariums and make donations to organizations or individuals related to our activities within the budget and with Executive Board approval.

TOMODACHI-KAI BOARD MEMBERS

- The Tomodachi-kai Board consists of Co-Chairs, Treasurer, Membership / Directory Team, Newsletter Team, Reservation, Hospitality, and Historian positions.
- Tomodachi-kai Board Members serve their term of office for one year. There is a two consecutive year limit per office. Exceptions are approved by the Board.
- A Tomodachi-kai Board meeting is held at least once a month. All members are welcome and encouraged to attend board meetings.
- Each Board position is designed as a partnership between an English speaking member and a Japanese member.

EXECUTIVE BOARD MEMBERS

- The Executive Board consists of Co-Chairs and the Treasurer.

TOMODACHI-KAI BOARD JOB DESCRIPTIONS

Co-Chairs

- Lead Tomodachi-kai in cooperation with other Board Members.

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- Lead Tomodachi-kai monthly events and board meetings.
- Be responsible for board meeting agendas and minutes.
- Represent Tomodachi-kai at JASO meetings.
- Write the “Greetings From Your Co-Chairs” article for monthly newsletters.
- Ask for volunteers to organize monthly events.
- On behalf of Tomodachi-kai, send a card for special occasions.
- Request volunteers to serve on special committees when necessary.
- Serve as Honorary Committee Members on all committees as desired.
- Complete and distribute the *Tomodachi-kai Monthly Event Record* at the year-end Board meeting which is attended by outgoing and new Board Members.
- E-mail announcements about Tomodachi-kai, JASO, and non-profit group events.
- Prior to events, request any necessary checks from JASO to cover expenses.

Treasurer

- Review financial reports from JASO, reconcile, and keep monthly account records. Report monthly financial status to the Tomodachi-kai Board and to JASO.
- Send a financial report in August for the September issue of Newsletter.
- Manage the Tomodachi-kai Petty Cash Fund.
- Deposit event funds and report information to JASO.

Newsletter Team

Editor:

- Collect, compose, and edit a monthly newsletter with the help of Japanese and English translators and proofreaders.
- Transfer an original copy of the newsletter to the Mailer.

Translators: Translate articles if necessary.

Proofreaders: Proofread the newsletter.

Mailer:

- Print out address labels from Excel file sheets as needed.
- Print and mail copies of newsletters for the members not receiving e-mail copies.
- Print an extra copy for the Historian and 5 copies for the reception table for guests.
- File the monthly printed newsletters and store the digital files on DVD.

Historians

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- Take photos of monthly events.
- Take new member photos for the Membership Directory.
- Submit the digital photos to the Newsletter Editor for newsletter by the 10th of the month prior to the month to be published.
- Organize pictures in a photo album or equivalent and share with members on appropriate occasions.
- File the monthly newsletters on DVD.

Membership / Membership Directory Team

Membership Position:

- Compile membership forms. Maintain a spreadsheet of members and membership information.
- Monthly, provide an updated membership spreadsheet to Co-Chairs and the Treasurer.
- Provide the Membership Directory Position with a membership spreadsheet showing current paid members as of October 10.
- As new member information is received from JASO, pass the information on to the Newsletter Team, Membership Directory Position, Reservation Hosts, and Historian.
- Though membership forms are normally to be mailed by members directly to JASO, when receiving the membership forms and dues directly, make needed copies and give them to JASO staff.
- Keep the collected renewal and new membership forms (copies from JASO) for 1 year.
- Provide membership forms, event information, and other general support to new and potential members.

Membership Directory Position:

- Using the October 10 membership data, compile and/or edit an annual Membership Directory.
- Send a draft copy of the annual Membership Directory to the Translator or Proofreader as needed.
- Print to paper and PDF, and distribute the Membership Directory to members in December.

Reservation Hosts

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- Collect RSVP Reservation Forms and event fees, and report the number attending to the monthly event organizer and Co-Chairs.
- Prepare a list of people attending each event along with their method of payment (e.g., check number or cash).
- Make new member name tags and guest tags.
- Check in attendees and distribute name tags at each event.
- Give collected event fees to the Treasurer.
- Collect name tags after the event.

Hospitality Hosts

- Assist event organizers with table set up and clean up.
- Prepare drinks and organize food at appropriate events.
- Help greet members at food or drink tables.

NON-BOARD POSITIONS

Interest Group Leaders

- Provide monthly information to the Newsletter Editor before the 10th of each month, whether or not there is an activity planned.
- Submit an year-end report in June to the Co-Chairs.

Past Co-Chairs

Former Co-Chairs are encouraged to attend the meetings and act as supporters and advisors.

Besides the job descriptions described above, the board members may implement their skills and ideas for the betterment of Tomodachi-kai. More information is available to any member from Co-chairs and Board Members.

MONTHLY EVENT CHECKLIST

Enjoy YOURSELF and ask for Executive Board assistance if you have questions.

1. Decide on your event: speaker, tour, demonstration, exhibit, etc.
2. Schedule date, time, place. Is there a limitation on the number of people who can attend the event? Is parking available? Will a Board meeting be held that day? How late is the place available?
3. Will lunch or form of refreshments be included? If not, try to provide restaurant suggestions in that area. How much will the event cost? Set the RSVP deadline.

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4. Arrange for translation if necessary. Remember to ask your speaker/presenter for information in advance (even an outline is helpful) so that the translator can prepare ahead.
5. Reconfirm date, time, and place with your speaker, presenter, tour location, etc.
6. Send all necessary information to newsletter and co-chairs on time.
7. Will a thank-you gift or honorarium be necessary? Send a thank-you note from Tomodachi-kai provided by Co-Chairs.
8. Save all receipts for costs and request check(s) for honorarium, restaurant costs, donations, and other expenses.